



CANNON BUILDING
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**STATE OF DELAWARE
BOARD OF ARCHITECTS**

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| PUBLIC MEETING MINUTES: | BOARD OF ARCHITECTS |
| MEETING DATE AND TIME: | Wednesday, June 5, 2019 at 1:00 p.m. |
| PLACE: | Division of Professional Regulation 861 Silver Lake Blvd., Conference Room B Cannon Bldg., Dover, Delaware 19904 |
| MINUTES FOR APPROVAL: | July 10, 2019 |

MEMBERS PRESENT

Paul Guggenberger, Professional Member, President
Daniel Ridgely, Professional Member, Secretary
Bryan Hutchison, Professional Member
Robert Maffia, Professional Member
Laura Willey, Public Member
Herbert Russell, Public Member

MEMBERS ABSENT

John Lynch, Public Member
Todd Breck, Professional Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

Jennifer Singh, Deputy Attorney General
Jennifer Witte, Administrative Specialist II

OTHERS PRESENT

Nancy Payne

CALL TO ORDER

Mr. Guggenberger called the meeting to order at 1:30 p.m.

REVIEW OF MINUTES

A motion was made by Mr. Hutchison, seconded by Ms. Willey, to approve the minutes from the May 1, 2019 meeting as presented. The motion was unanimously carried.

UNFINISHED BUSINESS

There was no unfinished business before the Board.

NEW BUSINESS

Ratify Reciprocity Applications – NCARB Certificates

A motion was made by Mr. Maffia, seconded by Mr. Hutchison, to approve the ratified architect applications of Daniel White, Janet Shenk, Brian Reddy, Emily Demarest, Steven Vetter, Andrew Randazzo, Sajeen Bell, Hana Kassem, Dennis Yates, Anna Ives and Larry Schaeffer. The motion was unanimously carried.

Complaint Status

#07-02-17 Referred to the Administrative Hearing Unit
#07-02-18 Referred to the Attorney General's Office

Ratify Certificate of Authorization Applications

A motion was made by Mr. Hutchison, seconded by Mr. Ridgley, to approve the ratified certificate of authorization applications of Erdman Company, NP Studio North, LLC. dba studioNorth Architecture, McMillan Pazdan Smith, LLC. and WSP USA, Inc. The motion was unanimously carried.

Ratify Architect Reciprocity Applications

A motion was made by Mr. Hutchison, seconded by Mr. Russell, to approve the ratified applications of Mary Strain. The motion was unanimously carried.

Review Examination Applications

After review, a motion was made by Mr. Maffia, seconded by Mr. Hutchison, to approve Gisela Macias to sit for the examination. The motion was unanimously carried.

Review Reapplication Applications

After review, a motion was made by Mr. Hutchison, seconded by Mr. Guggenberger, to approve the reapplication of Steven Cohen. The motion was unanimously carried.

Letter from James Clark to Board Regarding May 1, 2019 Final Order

The Board review a letter submitted by Mr. Clark regarding his recent non-remedial disciplinary hearing and Final Order. Although the Board appreciates Mr. Clarks' comments, he is still required to comply with the Final Orders signed by the Board on March 6, 2019 and May 1, 2019. Correspondence reflecting this will be sent to Mr. Clark.

CORRESPONDENCE

The Board received a Construction Contract Administration Services Provider Change form from James Higgins with Massa Multimedia Architecture PC. In addition, he submitted a letter seeking guidance in complying with Title 24 Section 303 (c) (1) b. Per the Boards attorney, the Board cannot offer an advisory opinion or legal advice to any person as to whether their actions, business, or conduct would meet the requirements of Delaware law.

The Board received information regarding the FARB Regulatory Law Seminar which will be held October 3-6, 2019 in St. Louis, Missouri.

OTHER BUSINESS BEFORE THE BOARD

There was no other business before the Board.

PUBLIC COMMENT

There was no public comment.

NEXT MEETING

The next meeting will be July 10, 2019 at 1:30 p.m. in Conference Room B.

ADJOURNMENT

There being no further business, a motion was made by Mr. Ridgely, seconded by Mr. Russell, to adjourn the meeting at 1:57 p.m. The motion unanimously carried.

Respectfully submitted,

Jennifer L. Witte

Administrative Specialist II